

6 FAM 1780

COLLECTION AND DISPOSAL OF CLASSIFIED WASTE MATERIAL

(CT:GS-179; 10-27-2014)
(Office of origin: A/OPR/GSM)

6 FAM 1781 GENERAL

(CT:GS-179; 10-27-2014)
(State Only)

- a. Security regulations regarding the disposal of classified material appear in 12 FAM 539.5.
- b. Packaging requirements for the disposal of classified material will vary according to the type of waste. Burn bags must contain only the classified material that is to be destroyed. Personal documents, trash, recyclable materials, metal objects (such as binder clips and acco fasteners), string, twine, spiral bindings, cleaning cloths, food, or any other object that is not classified material should not be placed in a burn bag.
- c. The office or bureau generating the waste is ultimately responsible for ensuring that it is disposed of in accordance with the procedures in 6 FAM 1780 and 12 FAM 539.5.

6 FAM 1782 HARRY S TRUMAN BUILDING

6 FAM 1782.1 Overview

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- a. The Office of General Services Management (A/OPR/GSM) manages the domestic Classified Waste Destruction Program. The classified waste destruction facility is located in the basement of the Harry S Truman building.
- b. Classified waste may be delivered to the loading dock entrance of the facility between 9:00 a.m. and 11:00 a.m. Monday through Wednesday and on Fridays. The facility is closed on Thursdays and on holidays.
- c. For more information about the domestic Classified Waste Destruction Program, see Department Notice - Changes in the Domestic Classified Waste Destruction Program, issued in March 2014, or contact A/OPR/GSM at 202-647-3695.

6 FAM 1782.2 Separation of Material for Destruction

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Material delivered for destruction must be properly bagged or boxed and marked as specified below. Top Secret (TS) and Sensitive Compartmented Information (SCI) material must be packaged separately from lower level classifications because of special handling requirements. Top Secret and SCI material also must be separated by type (paper, hard drives, SD, etc.) Staff members from A/OPR/GSM with appropriate clearances will open bags marked TS/SCI and feed classified paper waste manually into the disintegrator in small amounts in accordance with the manufacturer's operating instructions.

- a. Paper: Burn bags are limited to 25 pounds and must be marked with the following information:
 - (1) Symbol of the originating office;
 - (2) Point of contact (name and telephone number); and
 - (3) Classification of the material in the bag.
- b. Hard drives: Hard drives must be boxed in packages limited to 25 pounds each and must be marked with the following information:
 - (1) Symbol of the originating office;
 - (2) Point of contact (name and telephone number); and
 - (3) Classification of the material in the box.
 - (4) The sending office must remove the caddy of TS/SCI hard drives (the plastic or metal assembly surrounding the hard drive that secures it to the computer) before delivering the box to the destruction facility. Hard drives with caddies attached will not fit into the processing equipment. Top Secret and SCI multiple disc drives (also called jumbo or stacked drives) must be disassembled down to the individual drives by the sending office before delivery to the destruction facility to allow for proper processing.
- c. Other media, solid state devices (SSD): This category of classified waste includes optical discs, hard drives, smartphones, thumb drives, magnetic tape, etc. Batteries must be removed from all electronic equipment sent for destruction. Solid state devices and other media must be boxed in packages limited to 25 pounds and marked with the following information:
 - (1) Symbol of the originating office;
 - (2) Point of contact (name and telephone number); and
 - (3) Classification of the material in the box.

6 FAM 1783 STATE ANNEXES

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 6
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Bureaus in domestic locations that do not have access to National Security Agency approved shredders at annex locations may deliver classified waste to the classified waste destruction location in the Harry S Truman Building (HST). Bureaus needing assistance in transporting material to HST may request laborers and/or truck services from the Department of State contracted labor provider through their bureau or office General Services Officer (GSO). The GSO may send an email request for services to laborlock@state.gov.

NOTE: Services from laborers and truck services are Working Capital Fund services that will be billed to the requesting office at established hourly rates. Contract laborers and drivers are DOS badged but not cleared. Contract laborers must be escorted by appropriately cleared DOS personnel when transporting classified material.

6 FAM 1784 LOCATIONS ABROAD

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Most posts have on site equipment approved by Diplomatic Security (DS) for the disposal of classified paper, optical drives, and thumbdrives. Posts in EUR, WHA, NEA, SCA, and AF may ship classified waste that cannot be disposed of at post to the destruction facility at the Regional Information Management Center (RIMC) in Frankfurt. All EAP posts may ship classified waste that cannot be disposed of at post to the Information Resource Management (IRM) Bangkok Destruction Facility. Posts may contact askcs@state.gov for additional guidance.

6 FAM 1785 THROUGH 1789 UNASSIGNED